

DDA 85-0061/9
8 March 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 March 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. The 28 February PanAm strike required extra efforts by the Central Processing Branch/OP (CPB/OP) to ensure Agency travelers could depart as scheduled. All travelers scheduled for PanAm flights had to be changed to other available American carriers, and an early morning start by CPB allowed many changes to be made before available seats on the other carriers were taken by commercial and other government travel offices. As a result of this effort, CPB has not yet had to utilize foreign carriers for transoceanic flights.

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f. On 6 March, thirty Security Protective Officers departed for an eight week training course at the Federal Law Enforcement Training Center, Glynco, Georgia. This is the third consecutive group of Agency Security Protective Officers to be enrolled in this basic course for instruction of law enforcement and police techniques.

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i. Representatives from the Office of Training and Education briefed managers in the Office of SIGINT Operations, Foreign Broadcast Information Service, and National Photographic Interpretation Center last week on courses being developed as part of the DS&T training program. These briefings, conducted at the request of the DDS&T, are designed to introduce mid- and senior-level managers to courses being designed specifically for their personnel. These briefings will culminate in the development of a catalog and a schedule of courses specifically designed for DS&T personnel. The catalog will be used by DS&T managers in selecting appropriate training and career development opportunities for their employees.

j. The Information and Privacy Division, Office of Information Services, backlog of initial requests has continued to fall and stands at 2,661 cases, down from 2,726 in the previous week. This was accomplished despite the receipt of 76 new requests, about 20 more than the weekly average.

k. The Agency Security Classification Officer accompanied a representative of the Information Security Oversight Office (ISOO) on the first of five scheduled FY 1985 ISOO inspections of the Agency's information security program. An initial inspection was made of the Office of Research and Development, DS&T, as well as a follow-up inspection of the Intelligence

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Community Staff (ICS). No major problems were encountered in either office; however, the inspection did reveal minor inconsistencies in some classification markings. The next inspection is scheduled for April and will include the Office of Scientific and Weapons Research and the Office of the Comptroller.

1. The George Hyman Construction Company has poured the last caisson for the foundation of the new building during this past week. Final grading of the site is taking place and, in the near future, construction activity will move to the upper areas to remove the asphalt from in front of the Printing and Photography Division Building, Office of Logistics, and make backfills in the powerhouse area.

o. The environmental assessment for the road improvements for Route 123 has been received by the New Building Project Office (NBPO) and plans are being made to have a CIA Traffic Advisory Committee (TAC) meeting during the week of 18 March. In recent conversations with the Virginia Department of Highways and Transportation, it appears that they are prepared to support Alternative 2, which is the plan agreed upon by the Community. However, a position from Fairfax County has not yet been determined. Ms. Nancy Bennett, Congressman Wolfe's aide, has informed NBPO that the Congressman would appreciate it if NBPO representatives would meet with Fairfax County officials and secure their support for Alternative 2. Mr. S.K. Pant from the Fairfax County Office of Transportation has been contacted and NBPO will hand carry a copy of the assessment to him and let him know the position of the other TAC members. Every effort will be made to convince him to secure support from the County for Alternative 2.

p. The manual posting of over [] Agency employee's retirement records was completed on 28 February with a total of 253 hours of overtime worked. This manual posting reflects the new salaries that became effective on 6 January for the 3.5 percent pay increase. These same and other

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retirement records [] will now have to be posted manually with the deductions for pay year 1984. This project has to be completed by the end of March and will require over 400 hours of overtime. (A reason why the new Agency payroll system is currently under development.)

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3. Significant activities anticipated during the coming week:

Harry E. Fitzwater

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